



State of California  
**Employment Training Panel**

*Arnold Schwarzenegger, Governor*

April 19, 2010

Kory Levoy, Vice President  
Premier Enclosure Systems, Inc.  
5500 Jurupa Street  
Ontario, CA 91761

Dear Mr. Levoy:

**RE: Final Monitoring Report for Premier Enclosure Systems, Inc (Premier) - ET09-0361**

<b>Date of the Visit:</b>	04/07/10
<b>Beginning/Ending Time:</b>	1:00 p.m. – 2:30 p.m.
<b>Date of last Visit:</b>	10/14/09
<b>Visit Location:</b>	Ontario, CA
<b>Persons in attendance:</b>	Kory Levoy, Vice President, Premier Enclosure; Robert Harr, Director of Operations, Premier Enclosure; Donna Bartlett, President, Spectra Consulting; and Carole Robinson, ETP Contract Analyst
<b>Action Required:</b>	No

<b>Term of Agreement:</b>	12/31/08 – 12/30/10	<b>Agreement Amount:</b>	\$140,140
<b>Training Start Date:</b>	01/08/09	<b>No. to Retain:</b>	70
<b>Date Training must be Completed:</b>	09/29/10	<b>Range of Hours:</b>	24 - 200
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	77

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## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 01/13/09 and training began on 01/08/09. Ms. Bartlett reported that all training was completed on 02/25/10 which will allow for the 90-day retention period to be completed within the term ending date of the Agreement (12/30/10).

There were no revision requests made during the term of the Agreement.

### **• INTERVIEW WITH COMPANY REPRESENTATIVE**

You reported an overall increase in Premier employee's level of cooperation through the "bonding experience" of ETP funded training attendance. Office and production staff better understand the functions each perform in manufacturing processes. As a result, processes were reviewed and improved through continuous improvement training leading to better organization and improved work flow. Basic math skills training improved production worker's ability to read blue prints resulting in a decrease in scrap on the floor and better controlled use of materials, such as those used in powder coating processes. You stated that Premier experiences continued measurable manufacturing-related cost savings as a direct result of ETP funded training.

Premier has been approached by several organizations including the Carter Foundation, Clinton-Bush Haiti Fund, the United Nations, Habitat for Humanity, and other relief organizations to potentially manufacture its grid panel products for construction of needed housing for Haiti's rebuilding efforts. You also indicated that the company now faces new rivalry from another out-of-State manufacturer of similar grid products and that future training is being planned to increase Premier's ability to strategize and compete more effectively for new business opportunities.

Because Premier completed this training plan earlier than anticipated, and for the aforementioned reasons, the company plans on completing a second application for ETP funding to build upon the previously delivered training in its first training plan. Ms. Robinson informed those present that due to recent funding issues, ETP is currently not accepting new funding applications. It is anticipated that funds may not be available for several weeks or months. Therefore, Premier was encouraged to periodically check the ETP website for funding updates. You stated that Premier will follow-up and be prepared to complete a pre-application for another Agreement when ETP can again accept pre-applications to meet the company's future training needs.

According to data reported by Premier and ETP records at the time of this final meeting, the company will retain approximately 56 employees (80% of planned retentions). Based on ETP Fiscal records, Premier may earn a total reimbursement of \$140,140 (100 percent of the encumbered amount) if all other terms and conditions of the Agreement are met. Ms. Bartlett stated that the company will submit its final Closeout invoice by 04/30/10.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	79	<b>Completed Training:</b>	57
<b>Trainees Enrolled:</b>	79	<b>In Retention Period:</b>	56
<b>Dropped Following Enrollment:</b>	23	<b>Completed Retention:</b>	0
<b>No. Completed Minimum Reimbursable Hours :</b>	57		

**SUBAGREEMENTS:**

You reported that the subagreement with Spectra relating to administrative services performed is on file. One California based vendor, Soft-Train was also identified during the Final Visit that delivered training relating to this Agreement. The required information for Premier's administrative and vendor training services have been entered on Premier's Subcontractor List, ETP 100D via ETP's on-line system.

**ATTENDANCE ROSTERS:**

<b>Attendance Rosters reviewed for seven retrainees enrolled in Job 1.</b>	<b>Invoice Numbers Validated: (1 through 3)</b>	<b>Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.</b>	<b>YES</b>
<b>Information contained in rosters reviewed was consistent with the hours reported on-line for Progress Payment 1 (Enrollment) and Progress Payment 2 (Completion).</b>			<b>YES</b>

Ms. Robinson noted that all Literacy Skills Training delivered for the Agreement did not exceed 45% of each trainee's total documented hours of class/lab training.

**AUDIT:**

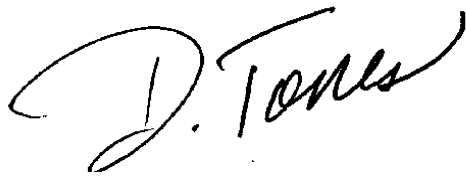
Premier will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information contained in this letter, please contact Carole Robinson at (619) 686-4971 or [Crobinson@ETP.CA.Gov](mailto:Crobinson@ETP.CA.Gov), within ten (10) working days from the receipt date of this letter.



Diana Torres, Manager  
San Diego, Regional Office



Carole Robinson, Contract Analyst  
San Diego Regional Office

cc: Spectra  
Kulbir Mayall, Manager, ETP Fiscal  
Gov. Transparency File  
Project File  
Master File

Date report mailed to Contractor 04/23/10